

CITY OF MILPITAS
EFFECTIVE: June 1985
REVISED: Sept 2000
EEOC: Professional
FLSA: Non-Exempt
UNIT: Protech
PHYSICAL: 1

PROGRAM COORDINATOR

DEFINITION

To coordinate and direct a single purpose recreational services program and/or activity as assigned, including but not limited to, seniors, children's theater, teen center; aquatics, marketing, or the Milpitas Volunteer Partners program and to supervise part-time employees and volunteer workers participating in assigned program area.

DISTINGUISHING CHARACTERISTICS

This is the journey level position in the recreation services series. Positions in this class have responsible charge of day-to-day coordination, supervision, and scheduling of an assigned program area. The Program Coordinator class is distinguished from the Recreation Services Supervisor by the scope of program responsibilities. Often times, the Program Coordinator is responsible for a program area under the general responsibility of a Recreation Services Supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Services Supervisor or the Community Services Director.

Exercises general supervision over part-time employees and volunteer workers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Participate in planning, developing, supervising and carrying out recreation services activities within a single program area such as the teen center, senior's or children's theater.

Coordinate, promote, and implement recreation/leisure service activities as assigned.

Recruit, supervise, evaluate, train, hire, and discipline part-time employees and volunteers.

Prepare or coordinate the development of events publicity, including news releases, flyers, pamphlets, and brochures.

Schedule working hours for part-time staff.

Participate in the development and administration of a program budget.

Maintain records and develop reports concerning activities and effectiveness of new or on-going programs.

Schedule special events and activities relating to the program effort to which assigned.

Recommend the purchase of necessary equipment and supplies.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Procedures for implementing a variety of Recreation Services activities and programs.

Program content for assigned Recreation Services activities, i.e. seniors, children's theater, or the teen center.

Recreation and social needs of the community.

Ability to:

Coordinate, organize, and implement recreation activities and specialized events.

Prepare and distribute publicity concerning new or on-going recreational offerings.

Supervise, train and evaluate part-time employees and volunteers.

Understand community needs in a variety of Recreation Services areas.

Identify methods to maximize service effectiveness and efficiency.

Communicate effectively, orally and in writing.

Establish and maintain effective working relationships with public groups, agencies, school officials, the media and others contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in the participation of a Recreation Services program and/or activity.

Education:

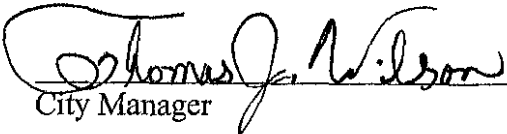
Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation or a closely related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Certification in CPR and First Aid from the American Red Cross within 90 days of appointment.

Approved by:


City Manager

10-26-00
Date

- Addendum 1: Aquatics & Youth and Adult Sports
- Addendum 2: Milpitas Volunteers Partners
- Addendum 3: Senior Center
- Addendum 4: Marketing & Special Events

PROGRAM COORDINATOR AQUATICS & YOUTH AND ADULT SPORTS

POSITION

The Aquatic and Youth and Adult Sports Coordinator is responsible for coordinating, supervising, scheduling, training of all staff, budget preparation and monitoring, report writing and working and planning special events.

EXAMPLES OF DUTIES

This coordinator is responsible for overseeing:

- the day to day operations of a swim team
- lap swim program
- swim lesson program
- water exercise
- aerobic exercise
- youth basketball leagues
- sports camps
- adult basketball and softball leagues
- drop-in sport programs

CERTIFICATES

American Red Cross Lifeguard Today, First Aid and CPR for the Professional Rescuer Certifications
ARC Lifeguarding Today Instructor
ARC Water Safety Instructor
National Pool & Water Park Lifeguard Training Instructor

PROGRAM COORDINATOR
MILPITAS VOLUNTEER PARTNERS

POSITION

Volunteer Coordinator for Recreation Services Division will be responsible for assessing, developing, recruiting, and coordinating volunteer needs for the City of Milpitas.

EXAMPLES OF DUTIES

- Develop and coordinate volunteer opportunities within the various City agencies and departments. Work closely with volunteer liaisons within the City to identify the needs for volunteer opportunities.
- Recruit, interview, and screen out (background checks and fingerprint) volunteer applicants for special events, and on – going City volunteer assignments.
- Responsible for day to day operation of the Milpitas Volunteer Partners office: record keeping, maintain and update Access Database, input and keep track of volunteer hours and assignments, schedule interviews with future volunteer applicants, provide information about the program to public, inventory of forms and office supplies, maintenance of volunteer applications and files.
- Work within the fiscal year budget to order promotional items for the program, gifts for volunteer participation, supplies (food, drinks, meal allowances, and etc.) for volunteers, and coordinate the annual Volunteer Recognition event.
- Coordinate and promote up coming special events for the City through the use of flyers, including news media, advertisements, pamphlets, and brochures.
- Act as a reference office to the public: provide information about other city or local non- – profit organizations if the volunteer opportunity does not exist within City of Milpitas.
- Prepare monthly reports to PRCRC Commission, and annual reports to the City Council reflecting: turnover rate of volunteers, breakdown of volunteer hours within each City Department, number of new and continuing volunteers, total number of hours of service by volunteers, summary of volunteer participation within the City, and accomplishments of the MVP Program.
- Establish a working relationship with local schools, clubs, companies, religious, and other organizations. Communicate regularly with contact or spokespersons to promote new City programs and recruit volunteers for these positions.
- Maintain the Volunteer Opportunities Binder to reflect: new volunteer opportunities, description of assignment, duration, time commitments, and benefits to volunteers.

- Update the MVP Web page to show past special events, quotes / pictures from current volunteers, posting of new volunteer opportunities, and other necessary updates.

Knowledge of:

- Current laws regarding volunteers: supervision, waiver forms, and liability issues including risk management.
- Microsoft software programs: primarily Access for database needs. The MVP Office will be switching from FileMaker Pro to Access software, a far more complicated program that requires knowledge about relational databases.
- Development or enhancement of Municipal Volunteer Programs.

Ability to:

- Multi – task person able to work on several projects at once.
- Attend training workshops to stay abreast of volunteer trends in municipal volunteer program.
- Work flexible hours, including weekends to accommodate special segment volunteers (students, businesspeople, etc)
- Implement new procedures and policies.
- Supervise, train and work with people from all different backgrounds.
- Communicate effectively to large groups of people: presentations, promotions of the program, etc.
- Writing to clubs, schools, and other local organizations for publicity and promotional ideas.
- Establish a working relationship with City staff and Departmental Heads.

Program Coordinator **Senior Center Coordinator**

The Position

The Senior Center Coordinator plans, coordinates and supervises city programs for senior citizens.

Examples of Duties

- Supervises selection, training and evaluation of staff.
- Develops and implements procedures for program.
- Produces newsletter publication promoting programs at the Senior Center and promotes programs through the media.
- Prepares and monitors budget for assigned area.
- Provides staff assistance to Senior Advisory Commission and other committees.
- Prepares reports on program operations including monthly summaries and quarterly reports.
- Supervises multi-services, which provide seniors with assistance in recreation, housing, health, legal, and social services.
- Advises staff on implementation of program objectives and goals.
- Recruits class instructors for senior programs.
- Recommends vendors and contracting agencies for the program.

Knowledge, Skills, and Abilities

- Knowledge of needs of the senior population.
- Ability to handle multi-task assignments.
- Ability to complete assignments on time and on budget.
- Basic accounting skills to provide accurate record keeping.
- Ability to express oneself verbally and in written form.

Ability to relate to staff, clients, and the public.

PROGRAM COORDINATOR
Marketing/Special Events Coordinator

Marketing Responsibilities

This position is responsible for the promotion of all Recreation Services programs and special events for youth, adults and seniors. This position is responsible for coordinating and writing press releases, advertisements, and the development of Milpitas' citywide Calendar, which is mailed to all residents. Additional responsibilities include creating sponsorship proposals and completing grant and award applications.

Special Event Responsibilities

The City of Milpitas currently offers nine citywide special events a year. Responsibilities include the coordination of all aspects of a special event, including conceptual ideas, ordering supplies and equipment, scheduling staff and volunteers, promotions and overseeing the special event's budget.

Excellent written and verbal skills a must, previous marketing and special event coordination essential and knowledge of the printing industry, Microsoft Office and using graphic programs a plus.